



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
4301 PACIFIC HIGHWAY
SAN DIEGO, CA 92110-3127

SPAWARINST 4651.3J
SPAWAR 01-43
24 Apr 03

SPAWAR INSTRUCTION 4651.3J

From: Commander, Space and Naval Warfare Systems Command

Subj: TEMPORARY DUTY (TDY) TRAVEL POLICY AND PROCEDURES

Ref: (a) JFTR, Appendix O
(b) Joint Travel Regulations, Volume 1 (JFTR), Uniformed Service Members
(c) Joint Travel Regulations, Volume 2 (JTR), DoD Civilian Personnel
(d) ASN(FM&C) memo 7000 FMO-111 of 14 Oct 97
(e) SPAWARINST 12570.2B of 25 Oct 02
(f) EBUSOPOFFINST 4650.1 of 15 Jan 02

1. Purpose. To update the existing Space and Naval Warfare Systems Command (SPAWAR) TDY travel policy and procedures instruction. This revision affirms designated travel authorizing and approving officials, clarifies roles and responsibilities of individuals involved in the issuance and approval of command travel orders, and includes the split disbursement requirement associated with submitting a travel voucher. Long Term Travel (travel in excess of 30 days), Permanent Change of Station (PCS) travel, and Government Travel Charge Card (GTCC) policies are addressed under separate command instructions.

2. Cancellation. SPAWARINST 4651.3I of 23 September 1998 is cancelled.

3. Background. TDY travel for SPAWAR Headquarters (HQ) and its PEO personnel is administered under DoD Simplified Travel Entitlements using the Travel Manager (TM) system. References (a) through (c) are all-inclusive for TDY travel and apply to uniformed service members and/or DoD civilian personnel. Reference (a); reference (b), par. U1039; and reference (c), par. C1001 authorized SPAWAR Systems Center, San Diego (SSC-SD) to participate in DoD tests of simplified travel entitlements. SPAWAR and its PEOs are included in the SSC-SD program, and therefore, fall under administration of reference (a). SPAWAR and its PEOs receive travel support services from the SSC-SD Travel Services Office (TSO).

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4. General Information. All references, forms, guidelines and other travel information concerning per diem rates, transportation and lodging are available on the following web sites:

- SPAWAR HQ Travel policy and guidance is available via the SPAWAR Knowledge Center (SKC)/Resources/Travel Corner at: <https://skc.spawar.navy.mil/command/01/travel/orgtoday.nsf/orgtoday?readform>
- The SSC-SD Travel Services web site is located at: <https://iweb.spawar.navy.mil/services/travel/>
- The SSC-SD Security Office web site link is available via SPAWAR SKC/Resources/Security Office Services and located at <https://skc.spawar.navy.mil/skctoday.nsf/skctoday?readform>

Points of Contact:

- SPAWAR Travel Office, (619) 524-7017
- SSC-SD Travel Services Office, (619) 553-4437
- Commercial Travel Office (CTO) Emergency After Hours, (800) 359-9999
- Scheduled Airline Traffic Office (SATO) San Diego, (619) 224-4107

5. Policy

a. SPAWAR and PEO directors and their deputies are designated as travel Authorizing Officials (AO) for TDY travel. The term "authorizing official" used in this instruction is synonymous with the term "approving official." AOs may delegate authority to division directors and supervisors. Division directors and supervisors may delegate to lower levels only with the specific concurrence of the Deputy Commander. All delegations of an AO in the travel management process shall be in writing using the *Designated Travel Approving Official form* available on the SPAWAR SKC Travel Corner. Written delegations of AO responsibility will be used for establishing TM AO Routing Lists by SSC-SD TSO. To ensure designated AOs are appropriately established, the SPAWAR 01-43 Travel Administrator (TA) will perform reviews of all individuals with approval capability in TM.

b. Directors may act as their own AO in approving their TM travel authorization. Self-approval of TM travel authorizations is limited to directors only. They may not, however, certify their own TM travel voucher for payment.

c. AOs are responsible for ensuring that sufficient funds are available to support travel expenses prior to TDY travel.

d. Travelers shall use the Government Travel Charge Card (GTCC) in the performance of official government TDY travel as required by reference (a), par. T4020-B6. Supervisors shall advise employees who are expected to perform official travel to contact the SPAWAR 01-43 Activity Program Coordinator (APC) for obtaining a GTCC application and required training brief. Supervisors are required to ensure that employees are aware of GTCC cardholder responsibilities with regard to prompt payment of account balance, and appropriate use of the card as outlined in the "DoD Statement of Understanding for Travel Cardholders Application" and in accordance with reference (f).

e. Travelers on TDY shall exercise the same care that a prudent person would exercise on personal business in accordance with reference (a), par. T4020-B1. Examples of actions, which fall short of that standard, are: excess costs, circuitous routes and delays, and luxury accommodations not necessary or justified in performing the travel mission. Employees are responsible for excess costs or additional expenses incurred for personal preference or convenience. Additionally, when traveling to a location where family resides in the area, travelers shall take particular care to avoid any appearance of impropriety in connection with their official travel.

f. Multiple employees having the same TDY itinerary and mission shall share rental vehicles.

g. AOs may not direct the use of a privately owned vehicle (POV) on TDY travel, but may permit such use when advantageous to the Government in accordance with reference (a), pars. T4030-E and T4060-B1.

h. AOs may authorize premium class airfares on an exception basis when the conditions outlined in reference (a), par. T4060-B1c apply. Only the Secretary of the Navy can authorize the purchase of a first class airline seat at government expense.

i. Travelers and AOs shall ensure maximum use of adequate government quarters as prescribed in reference (a), par. T4040-A1. For travel to a city instead of a government installation, travelers shall use government quarters when they are within a 30-minute commute during rush hour of the TDY location. AOs may exempt travelers from using government quarters only when such use would adversely affect mission performance. If quarters are not used, travelers will be reimbursed for full lodging costs only if either the CTO notes non-availability or the AO documents the reason for determining use of quarters would not meet mission requirements. Either must be annotated on the TM Travel Authorization or Voucher.

j. Supervisors may authorize annual leave for travelers to be taken before, during, or after TDY as provided in reference (a), par. T4060-B1e. For civilian travelers, the rules in reference (c), par. C4563-C applies. The government does not reimburse costs associated with annual leave in conjunction with travel. Travelers authorized rental cars for official business that are also used while on leave must prorate the costs of the rental car between personal and official use on the travel voucher. Travelers are cautioned to arrange insurance coverage while using rental cars for personal use.

k. As provided in reference (a), par. T4030-I, an AO may permit a traveler who routinely travels on TDY travel or training assignments for periods of more than three weeks to return periodically to the Permanent Duty Station (PDS) or home on non-workdays. AOs may authorize return trips to the PDS only when they determine that the savings outweigh the costs of such periodic return travel as outlined in reference (a), par. T4060-B4.

l. AOs may require travelers to return to the PDS at any time for official business. There is no limit on the number of return trips authorized for official business. However, care should be exercised not to unduly disrupt the TDY assignment.

m. Travelers may voluntarily return home during intervening weekends and holidays for personal convenience, as provided in reference (a), par. T4030-J. Entitlements for round trip transportation and en route per diem are limited to the amount of per diem the government would have paid had the traveler remained at the TDY location.

n. Travelers shall make travel accommodations through the nearest Commercial Travel Office (CTO) according to reference (a), par. T4020-B3. The nearest CTO, Scheduled Airline Traffic Office (SATO) San Diego, will make all airline arrangements using the employee's itinerary in TM as a guide. Unless instructed otherwise, CTOs will arrange official travel on coach fares on contract flights. AOs may grant exceptions as allowed in reference (a), par. T4060-B1b. When contract city-pairs have multiple airports in the same city (origin or destination), and when fares at the airports differ significantly, contract flights that result in the lowest cost trip and accomplish the mission shall be used.

o. The traveler shall file TM travel vouchers within five days after completion of travel.

p. The TM Split Disbursement feature shall be used when appropriate, to facilitate direct payment of a travel settlement via electronic funds transfer (EFT). Charges incurred on the travel card are transferred via EFT to the GTCC contractor bank. Any residual amount is transferred via EFT to the cardholder.

q. A cancelled TDY trip shall be reported immediately, so that travel arrangements can be appropriately cancelled and estimated costs deobligated in the official accounting system. The procedure for cancellation of a travel authorization is:

(1) Send email to the SSC-SD TSO requesting that the travel authorization document be cancelled. Current email address is provided on the SSC-SD travel services web site.

(2) Notify SATO San Diego, (619) 224-4107, to cancel reservations.

r. Travelers shall take appropriate action when Defense Finance and Accounting Service (DFAS) advises of a TDY voucher overpayment or underpayment that was identified through their Prompt Payment Random Audit (PPRA) review process.

s. SPAWAR and PEO administrative travel should generally be funded from the SPAWAR and PEO Operations and Maintenance, Navy (O&M,N) administrative travel accounts that are allocated to each directorate. Research, Development, Test and Evaluation, Navy (RDT&E,N) program related travel should be funded from the O&M,N program line, except when it is integrally related to the technical execution of a specific RDT&E,N project, in which case

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the travel may be funded from the RDT&E,N project. As a general rule, TDY travel should be charged to current fiscal year funds. Travel that crosses fiscal years shall be funded with two lines of accounting, one for each fiscal year.

t. Travel Fund Authorization Letters will be issued when SPAWAR and PEO directors determine that non-SPAWAR or non-PEO Navy personnel should travel in support of SPAWAR programs.

u. In accordance with reference (d), all travel by SPAWAR and PEO personnel for the benefit of another service (Army, Air Force, or other DoD agencies) shall be funded on a reimbursable basis by the requesting organization. Interservice travel should be funded using a Military Interdepartmental Purchase Request (MIPR), form DD-448.

v. Approval of TDY travel authorizations and approval of travel vouchers by the AO in TM is validation that the travel was authorized in accordance with this instruction.

6. Responsibilities

a. Authorizing Official (AO)

(1) The AO controls the mission, authorizes and approves TDY, and controls funds used for travel. Authorization is giving permission before travel or the after-the-fact ratification or confirmation of an act done during travel.

(2) SPAWAR and PEO directors may authorize their own travel authorization. Travel AOs other than directors may not authorize their own travel authorizations. Under no circumstances should travel vouchers be self-approved.

(3) AO authorizes actual lodging expense that exceeds published per diem rates (up to limits set in TM) as provided in reference (a), par. T4040-Ald.

(4) Specific responsibilities include, but are not limited to the following:

(a) Authorize TDY travel prior to travel occurrence. Travel policy for periods greater than 30 days is addressed in reference (e).

(b) Ensure travelers submit a TM travel voucher within five days after completion of travel.

(c) Approve TM TDY travel authorizations and travel vouchers within 48 hours of receiving TM email notification advising of awaited approval.

(d) Initiate Travel Fund Authorization Letters for non-SPAWAR and non-PEO personnel traveling on SPAWAR or PEO funds in accordance with paragraph 7 of this instruction. Follow-up on Travel Fund Authorization Letters and claims to ensure completion of authorized travel.

(e) Ensure travelers have a Visitor Request Approval form (OPNAV 5521/27) and security clearance on file at activities or organizations being visited. OPNAV 5521/27 is available on the SPAWAR SKC/Resources/Forms for security purposes.

(f) Ensure overseas travelers meet pre-travel security requirements. Guidance on required briefings, required approvals, and transport of classified material is available on the SPAWAR SKC/Resources/Security Offices Services/Foreign Travel. Ensure travelers contact SATO San Diego for forms and guidance on obtaining passports and visas.

(g) In reviewing travel voucher for approval, review receipts for lodging, and any official travel expenses of \$75 or more as prescribed in reference (a), par. T4060-B6. After approval of travel voucher return receipts to traveler.

(h) Enforce travel policy and procedures provided in this instruction and its references.

b. SPAWAR 01-43 Travel Administrator (TA)

(1) Maintain written AO travel delegations received from SPAWAR and PEO Directors and their deputies.

(2) Maintain written Delegation of AO lists received from SPAWAR and PEO directors, and forward to SSC-SD TSO for establishing TM Routing Lists.

(3) Conduct semi-annual review of TM Routing List to validate AO delegations.

(4) Ensure funds availability by validating that obligation transactions have been successfully posted to the official accounting system, STARS-HCM.

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(5) Record canceled travel order deobligation transactions in the official accounting system when cancellation notification is received from SSC-SD TSO.

(6) Process Travel Fund Authorization Letters for SPAWAR and PEO funded travel being performed by non-SPAWAR and non-PEO personnel.

(7) Conduct monthly review of outstanding TM travel vouchers, notifying directors and their deputies of over aged and/or non-submitted vouchers.

(8) Coordinate necessary travel and TM support services with the SSC-SD TSO.

(9) Follow-up with traveler on outstanding DFAS Post Payment Random Audit (PPRA) reimbursements due the government for overpayment of TDY voucher.

c. Traveler

(1) Originate TM travel authorization, including transportation and lodging requirements. Travel reservations will be made by the CTO, SATO San Diego, based on requirements cited in TM.

(2) Coordinate with the AO and the supporting CTO when emergency travel occurs to get the AO's approval and get tickets from the CTO. On weekends and non-work days or after CTOs are closed, travelers may call the appropriate CTO emergency phone number (800-359-9999) to get airline tickets.

(3) Use the GTCC for official travel expenses (lodging, meals, car rentals, and cash withdrawals) in accordance with reference (f). The card shall not be used for personal purchases or cash advances for personal needs.

(4) When travel is cancelled, the traveler shall take immediate action to email the SSC-SD TSO requesting that the travel authorization document be cancelled. The traveler shall also notify SATO San Diego (619) 224-4107 to cancel any reservations.

(5) Travelers shall obtain the necessary travel documentation, such as eTickets, as delineated by SSC-SD TSO procedures provided on the SSC-SD Travel website.

(6) Originate TM travel voucher within five days after completion of travel, or notify the AO of extenuating circumstances that delay submission as prescribed in reference (a), par. T4050-C1. Submission of travel vouchers with false statements or receipts violates federal law and is punishable as such. Additionally, claims submitted with false or inflated figures and reconstructed dates constitute a violation of the penal code, and may result in forfeiture of legitimate expenses included in the travel voucher. Refer to reference (a), par. T4020-B10.

(7) Provide all receipts for lodging and receipts for any official travel expenses of \$75 or more to the AO for review as required by reference (a), pars. T4050-B2 and T4060-B6. After approval of travel voucher, AO will return receipts to traveler. Receipt documentation shall be maintained by the traveler for three years and made available to authorized audit personnel, such as DFAS, if randomly selected for a post payment random audit.

(8) Provide requested voucher documentation and prompt reimbursement to the government for TDY voucher underpayments/overpayments identified during DFAS PPRA process.

(9) Provide Visitor Request Approval form (OPNAV 5521/27) and security clearance to activities or organizations being visited. OPNAV 5521/27 is available on the SPAWAR SKC/Resources/Forms for security purposes.

(10) Coordinate overseas travel with the SPAWAR Security Office for guidance concerning foreign travel, obtaining area or embassy clearances, and transport of classified materials. Coordinate with SATO San Diego for forms and guidance concerning obtaining passports and visas.

(11) Obtain verbal approval from the AO of deviations from authorized itineraries as provided in reference (a), par. T4050-B1. Deviations may occur for either the conduct of official business or for the personal benefit of the traveler. Early return to SPAWAR and PEO after completing travel is not considered a deviation. Deviations from approved itineraries for personal reasons are at the traveler's own cost. Unauthorized deviations may constitute grounds for disciplinary action as outlined in the most current version of SPAWARINST 12752. Travelers must report all deviations from authorized travel itineraries on the travel voucher.

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(12) Comply with Federal and DoD ethics rules when accepting travel benefits and promotional items in accordance with reference (a), par. T4020-B8-B9.

7. Travel Conducted By Non-SPAWAR and Non-PEO Personnel Funded with SPAWAR HQ and PEO Funds. When SPAWAR and PEO directors determine that non-SPAWAR or non-PEO Navy personnel should travel in support of SPAWAR programs, they must initiate a Travel Fund Authorization Letter. The Travel Fund Authorization Letter format and guidelines are provided on the SPAWAR SKC Travel Corner. The letter shall be routed to SPAWAR 01-43 TA for funds availability certification and signature. Upon signature, SPAWAR 01-43 TA will return the letter to the issuing code for mailing and maintenance of a copy for three years for audit purposes. Travel orders and tickets are provided by the receiving activity's CTO. Cash advances are not authorized.

8. Travel Within the Limits of the Permanent Duty Station (PDS)

a. When it is determined to be advantageous to the government, AOs may authorize or approve reimbursement for transportation expenses necessarily incurred by employees conducting official business in the local area of the PDS. TDY orders are not required for local transportation and employees who perform travel within the limits of the PDS are not entitled to per diem. Refer to reference (a), par. T4040-D; reference (b), par. U3500; and reference (c), par. C2400. With two limited exceptions as defined in reference (a), par. T4060-B11, a traveler may not be paid for meals within the traveler's PDS boundaries.

b. An AO shall determine whether a specific trip should be considered TDY travel requiring overnight lodging and per diem within the limits of the PDS. If a trip is determined to be travel within the limits of the PDS, the employee's immediate supervisor or AO must authorize the local trip in advance.

c. The limits of the PDS in San Diego, California are defined as the area within the limits of SPAWAR/PEO Headquarters in the Old Town Complex and surrounding metropolitan area. In accordance with reference (b), par. U3500B and reference (c), par. C2400B; limits include separate cities, towns, and installations adjacent to or close to each other, within which the commuting public travels during normal business hours on a daily basis.

d. The limits of the PDS in Arlington, Virginia are defined as the area within the limits of SPAWAR/PEO Headquarters in the Crystal City complex and surrounding metropolitan area. In accordance with reference (b), par. U3500B and reference (c), par. C2400B, limits include separate cities, towns, and installations adjacent to or close to each other; between which the commuting public travels during normal business hours on a daily basis.

e. The mode of transportation used must be determined by the immediate supervisor or AO to be advantageous to the government. Government vehicles or public transportation shall be used whenever available. SPAWAR and PEO personnel who receive approval to use a rental vehicle for local travel shall obtain the government rate and use the most economically sized vehicle that will accomplish the mission.

f. When a POV is authorized for travel between an employee's residence or the PDS and one or more alternate work sites within the local area, the employee will only be paid mileage for the distance that exceeds the employee's commuting distance, at the prevailing rate per mile. Examples of calculations of reimbursements are in reference (b), par. U3505-C and reference (c), par. C2401-C.

g. Employees may be reimbursed for parking, except for parking in the Crystal City complex for employees for whom Crystal City is the PDS.

h. Policy for claiming reimbursement for expenses incurred while performing local travel will be provided in separate policy instruction.

9. Action. All SPAWAR headquarters and PEO personnel who initiate, authorize, perform, or process TDY travel shall comply with the procedures and guidelines in this instruction and its references.

/s/
K. D. SLAGHT

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